

EXCHANGE APPLICATION

Land exchange process is used by Idaho Department of Lands to evaluate land exchange proposals for Endowment Lands. Please provide all information to ensure that the Exchange Application is complete.

Exchange Application Instructions:

- Meet with the appropriate Area Manager prior to filing a Exchange Application (See list of Area Offices on Page 3)
- Submit a completed Exchange Application and \$1,000 Application Fee to the appropriate Supervisory Area Office

Note: Please read Exchange Application Information carefully for additional terms and conditions prior to filing

Exchange Application Fee: \$1,000.00 (Nonrefundable)

APPLICANT DATA: The full legal name of the Applicant or the business entity name on file with the Idaho Secretary of State. Certificate of Good Standing must be provided for all business entities.

Applicant or Business Name:	Contact Name:
	Position or Title:
Street Address:	Mailing Address (if different from Street Address):
City:	PO Box (if applicable)
State:	Zip +4:
Email Address(es):	Work Phone:
Website Address(es):	Cell/Mobile:
Fax:	Home Phone:

The applicant must provide the following information:

- Describe and list Idaho Department of Lands parcels and Applicant's parcels on Attachment A.
- Provide maps showing or portraying the IDL and Applicant's parcels listed on Attachment A.

I hereby certify that I am the Applicant or the Authorized Representative of the Applicant and that the information contained in the Exchange Application is true and correct to the best of my knowledge, and acknowledge that falsification of any information contained herein, or provided herewith, will be grounds for rejection of the Exchange Application and forfeiture of any fees paid.

Signature

Date

Print/Type Name

Title (if applicable)

IDL Staff Use Only

Instrument # _____	Project # _____	\$ _____	TC: 104	PCA: 11487	Subsidiary: 3204750
SUPERVISORY AREA			OPERATIONS CHIEF		
<input type="checkbox"/> Exchange Application Reviewed			<input type="checkbox"/> Exchange Application Reviewed		
<input type="checkbox"/> Exchange Application for Submittal			<input type="checkbox"/> Exchange Application Authorized for Submittal		
<input type="checkbox"/> Exchange Application Denied			<input type="checkbox"/> Exchange Application Denied		
Area Manager _____			Operations Chief _____		
Date _____			Date _____		

Idaho Department of Lands – Area Offices

PRIEST LAKE AREA OFFICE

4053 Cavanaugh Bay Rd.
Coolin ID 83821
Tel No: 443-2516
FAX No: 443-2162

PEND OREILLE LAKE AREA OFFICE

2550 Hwy. 2 West
Sandpoint ID 83864
Tel No: 263-5104
FAX No: 263-0724

KOOTENAI VALLEY AREA OFFICE

Route 4, P.O. Box 4810
(South Highway 95)
Bonners Ferry ID 83805
Tel No: 267-5577
FAX No: 267-8301

MICA AREA OFFICE

3706 Industrial Ave. South
Coeur d'Alene ID 83815
Tel No: 769-1577
FAX No: 769-1597

ST. JOE AREA OFFICE

1806 Main Ave.
St. Maries ID 83861
Tel No: 254-4551
FAX No: 475-4867

CATALDO AREA OFFICE

80 Hilltop Overpass Rd.
Kingston ID 83839
Tel No: 682-4611
FAX No: 682-2991

CLEARWATER AREA OFFICE

10230 Highway 12
Orofino ID 83544
Tel No: 476-4587
FAX No: 476-7175

PONDEROSA AREA OFFICE

3130 Highway 3
Deary ID 83823
Tel No: 877-1121
FAX No: 877-1122

MAGGIE CREEK AREA OFFICE

Rt. 2 Box 190
913 Third St
Kamiah ID 83536
Tel No: 935-2141
FAX No: 935-0905

CRAIG MT. AREA OFFICE

P.O. Box 68
Craigmont ID 83523
Tel No: 924-5571
FAX No: 924-5572

PAYETTE LAKES AREA OFFICE

555 Deinhard Lane
McCall ID 83638
Tel No: 634-7125
FAX No: 634-5117

SOUTHWEST AREA OFFICE

8355 W. State St.
Boise, ID 83703
Tel No: 334-3488
FAX No: 853-6372

SOUTH CENTRAL AREA OFFICE

324 South 417 East
Suite 2
Jerome ID 83338
Tel No: 324-2561
FAX No: 324-2917

EASTERN IDAHO AREA OFFICE

3563 Ririe Highway
Idaho Falls ID 83401
Tel No: 525-7167
FAX No: 525-7178

EXCHANGE APPLICATION TERMS AND CONDITIONS

(Please read carefully before completing)

IMPORTANT CONSIDERATIONS:

All endowment land transactions must be in accordance with the Idaho Department of Lands (IDL) mandate to assure the highest and best use of the land and to act in the best interest of the endowments.

Endowment land exchange is subject to the following Idaho Constitution or statutory reference:

1. Idaho Constitution - Article IX, Sections 8 and 10
2. Idaho Admissions Act - Section 5 (b)
3. Idaho Code Sections 58-104 (8), 58-138, 58-505

Submission of this application does not guarantee that the land will be exchanged. The Land Board or Director may determine that a land exchange would not be in the best interest of the endowments at any point prior to the execution of a Final Land Exchange Agreement; at which point the application would be denied.

Prior to filing an Exchange Application, the applicant is required to schedule a pre-application meeting with the Area Supervisor in the appropriate area. See list of area offices on Page 3 of the Exchange Application.

TRANSACTION COSTS BORNE BY THE APPLICANT

1. Exchange Application Fee: \$1,000.00 The Exchange Application Fee is nonrefundable.
2. Transaction costs such as appraisal, survey, or Phase 1 Environmental Site Assessment (ESA) necessary to exchange properties are generally borne by the applicant but may be negotiated subject to Asset Management Steering Committee direction.
3. All endowment land will be appraised as though with all purpose legal access.

APPLICATION PROCESS

Each Exchange Application is reviewed on a case by case basis. Evaluation of the application includes but is not limited to an analysis of: income potential to the endowment; proposed use; impact to adjacent endowment lands, access, proximity to existing development; parcel size; and conformance with local regulations are taken into consideration when evaluating the merits of each application.

Endowment lands shall be exchanged only after completion of a comprehensive staff evaluation and an agreement to initiate has been executed; a formal appraisal has been prepared and accepted; a satisfactory exchange package has been negotiated between IDL and the applicant; receipt of State Land Board approval and completion of a Land Exchange Agreement has been executed.

The Department will strive to process Exchange Applications through close of escrow within 6 months after an Agreement to Initiate the Exchange has been executed. However, the time frame will vary depending on the complexity of the exchange transaction and Department priorities as defined by the Asset Management Plan and the Land Board.

IDL Property

Parcel	Twp	Rge	Section	Subdivision	Acres	County	Type of Land (forest, range, agriculture, commercial, residential)	Name and street address of adjacent property owners	Function (IDL Staff)
A									
B									
C									
D									
E									
F									

Applicant's property interest offered for Exchange

- ☐ Yes ☐ No **Fee simple: surface plus subsurface**
☐ Yes ☐ No **Subsurface minerals only**
☐ Yes ☐ No **Surface only**
☐ Yes ☐ No **Other** _____

Current use:

A	
B	
C	
D	
E	
F	

Provide additional information about parcels.

A	
B	
C	
D	
E	
F	

Attachment A

Applicant's Property

Parcel	Twp	Rge	Section	Subdivision	Acres	County	County Parcel No.	Type of Land (forest, range, agriculture, commercial, residential)	Name and street address of adjacent property owners
A									
B									
C									
D									
E									
F									

Applicant's property interest offered for Exchange

- ☐ Yes ☐ No **Fee simple: surface plus subsurface**
☐ Yes ☐ No **Subsurface minerals only**
☐ Yes ☐ No **Surface only**
☐ Yes ☐ No **Other** _____

Current use and surrounding uses:

A	
B	
C	
D	
E	
F	

Are you willing to obtain any required land and/or mineral interest application at your expense? ☐ Yes ☐ No

Are you currently leasing the property for any use? ☐ Yes ☐ No
If yes, please describe lease _____

Provide a complete listing of improvements/structures for the applicant's property.

Provide an estimated market value for the applicant's property.

Provide a complete listing of any dumps or other hazmat issues for the applicant's property.

Provide a complete listing of any easements that affect the applicant's property title.

Does applicant's property have legal access? ☐ Yes ☐ No

If yes, please describe access _____

Does applicant's property have any water rights? ☐ Yes ☐ No

If yes, please list water right numbers that apply.
